

Using the Office Clipboard

PowerPoint 2003 allows you to cut, copy and paste items using the clipboard.



To do so, **highlight** the **text** or **object** you wish to cut or copy.

Cut

In the standard toolbar, **click** on the **'cut'** or **'copy'** button.

If you **click** on the **'cut'** button, PowerPoint 2003 will remove the item and place it on the clipboard.

If you **select** **'copy'**, it will leave the original item and take a copy of it to the clipboard.

With an object on the clipboard, the **'paste'** button in the standard toolbar will be available.



Paste

Click the **cursor** on the slide you wish to paste your item and **click** the **'paste'** button.

A copy of your item will be pasted onto the slide.

You can paste your item as many times as you wish from the clipboard.

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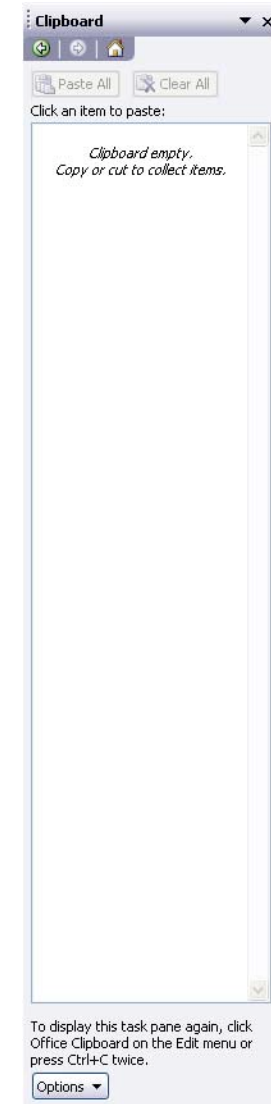
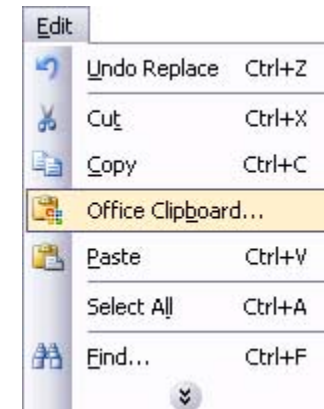
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All Office 2003 applications have access to an advanced version of the clipboard called the Office Clipboard. This allows you to cut, copy and hold up to 24 items on the clipboard. This can be an extremely useful function when working with various objects and documents.

The office clipboard works between different Microsoft Office 2003 applications, allowing you to cut and paste various objects from one Office document into another – for example data from an Excel spreadsheet into a PowerPoint presentation.

To view the Office Clipboard, from the **Edit menu**, select **‘Office Clipboard’**.

The **Task Pane** will alter to show the Office Clipboard.



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You can now highlight and cut or copy objects to the office clipboard. Instead of replacing the previous item on the clipboard, the Office clipboard will now list the items you copy in reverse order of selection.

To paste any one of these items, **click** the **cursor** on the slide where you wish the item to be located and **click once** on the **item** in the Task Pane. A copy of it will appear on your slide.

To clear all the items from the clipboard, **click** the **'Clear All' button** at the top of the Task Pane.



To **delete** an individual item, **hover** the mouse over it and a **drop down arrow** will appear.

Click this **arrow** and a **drop down menu** will appear.

To delete an item from the clipboard **click** on **'delete'**.

The object will be removed from the Office Clipboard, but the other items will remain.

